

ELECTRONIC FORMATS, TECHNICAL REPORTING AND COMMUNICATIONS

**JANINE HARRISON
MODIS ADMINISTRATIVE SUPPORT TEAM**



**MODIS Administrative Support Team
GSFC**



**SOFTWARE USED BY MODIS SUPPORT TEAMS:
(MAC Versions)**

**Microsoft Word 5.0
Microsoft Excel 3.0
MacDraw Pro**



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DOCUMENTS AND INFORMATION THAT SHOULD BE ARCHIVED:

- 1) MODIS Related Journal Publications**
- 2) Science Team Meeting Minutes**
- 3) Technical Team Meeting Minutes**
- 4) Technical Reports from Science Team Members**
- 5) MCST and SDST and MAST (Support Team) Documents**
- 6) SBRC Documents**
- 7) Documents from GE**



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TECHNICAL REPORT DISTRIBUTION:

Vince Salomonson Code 900

Harold Oseroff Code 920 (archive)

H. Ramapriyan Code 423

Contracting Officer Code 289 (for those w/contracts)

Phil Slater Reports >> Scott Lambos & Bruce Guenther

(If you want your reports distributed to others at GSFC, let us know.)



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TECHNICAL REPORT SCHEDULE:

January	Monthly Report/due Feb. 15th
February	Monthly Report/due March 15th
March	Quarterly Report/for Jan - Mar, due April 15th
April	Monthly Report/due May 15th
May	Monthly Report/due June 15th
June	Semi-Annual Report/for Jan - June, due July 15th
July	Monthly Report/due August 15th
August	Monthly Report/due Sept 15th
September	Quarterly Report/for July - Sept, due Oct 15th
October	Monthly Report/due Nov 15th
November	Monthly Report/due Dec 15th
December	Semi-Annual Report/for July-Dec, due Jan 15th



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EUDORA REQUIREMENTS:

- 1) **Mac System 6.04 or newer.**
- 2) **Mac TCP (on disk in packet) or The MAC Communications Toolbox.**
- 3) **Ethernet Card or an AppleTalk to IP (Internet Protocol) gateway, or a modem or other serial connection.**
- 4) **Account on a computer with POP3 (Post Office Protocol 3) server.**
- 5) **Eudora Program (included in packet).**



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